

WASTEWATER DEPARTMENT SUPERINTENDENT

SUMMARY DESCRIPTION

FLSA: Exempt position

Senior staff position that oversees, supervises, and coordinates the operation and maintenance of the Zionsville Wastewater Treatment Plant, collection system and pumping stations within the Department; coordinates assigned activities with other units, divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Town Manager and Town Council.

REPRESENTATIVE DUTIES

- Responsible for the operation and maintenance of the Zionsville Wastewater Treatment Plant, collection system and pumping stations within the department including ensuring that all treatment and disposal activities meet permit compliance requirements.
- Coordinates the organization, staffing, and operational activities for the Wastewater Treatment Plant including assuming responsibility for critical decisions regarding operational changes, process control, maintenance priorities, scheduling, and compliance with the numerous regulations of multiple federal, state, and local agencies.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures for the operation and maintenance of the Wastewater Department.
- Directs, coordinates, and reviews the work plan for operations and maintenance functions, services, and activities at the Wastewater Treatment Plant; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve issues.
- Directs the testing of various treatment phases; interprets tests to determine necessary changes in treatment parameters; directs operational procedures.
- Directs the adjustment and repair of equipment such as pumps, chlorinators, metering devices, electrical control panels, biosolids dewatering, chemical feed systems; monitors preventative and corrective maintenance on all plant equipment; use and interpretation of SCADA control system(s).
- Serves as team member on construction project teams involving construction management companies and contractors; coordinates Wastewater Treatment Plant operational needs with construction work efforts; follows established construction standards and directives to achieve goal of successful completion of construction projects.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; develops goals and performance standards for employees; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and ensures adherence to safety programs for assigned sections and work groups; assists with action planning for safety programs; implements and monitors risk management plan regarding hazardous material; responds to workers' compensation issues.

- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves claims; recommends additional appropriations and re-appropriations as necessary.
- Oversees and participates in the maintenance of records and related documentation; prepares performance and other reports detailing workload and activities.
- Coordinates Wastewater Department activities with those of other units, divisions, and outside agencies and organizations; resolves sensitive and controversial issues.
- May interact with federal, state, and local regulatory agencies on issues relating to the Wastewater Treatment Plant including permit application processes, permit compliance, and facility and records inspections; prepares annual self-monitoring report for E.P.A. requirements; prepares responses to permit violations; prepares permit application forms for submittal to various regulatory agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment plant operations and maintenance.
- Responds to and resolves citizen and staff inquiries, concerns, and complaints in a timely and effective manner; responds to requests from regulatory agencies.
- Performs related duties as required.
- Works closely with Town Engineering staff to develop plant improvements, expansions, and collection system rehabilitation. Maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Knowledge /Ability:

- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, regulations, and permits including state and federal mandates affecting the operation of a wastewater treatment facility, the discharge of treated wastewaters, and safety regulations concerning industrial environments and hazardous materials.
- Types and level of maintenance and repair activities generally performed at a wastewater treatment plant and lift stations.
- Wastewater treatment biology and simple chemical and bacteriological testing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Current Town Construction Standards as related to Wastewater treatment and collection systems.. Schedule and conduct safety training as needed and required.
- Participate in the development and administration of employee goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Communicate clearly and concisely, both orally and in writing.

Education/Training: A minimum of an Associate's degree from an accredited college or university with major course work in physical science, wastewater technology, engineering, business administration, or a job related field.

Preferred Experience: 10 years of responsible experience in the operation and maintenance of a wastewater treatment plant including five years of administrative and supervisory responsibility.

License or Certificate - Possession of a valid Class III Wastewater Treatment Plant Operator Certificate issued by the Indiana Department of Environmental Management at time of application. Possession of an appropriate, valid Indiana driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Office, wastewater treatment plant, and lift station setting with some travel from site to site. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work in the Wastewater Department requires personnel to be available on an emergency basis and work extended hours as required. Other situations of a non-emergency nature may require activity beyond the normal workday. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in a treatment plant, lift station, and office setting and operate plant and office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet. Ability to climb stairs and use/climb ladder. Ability to use proper PPE as needed/required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.